



PERSONNEL COMMITTEE MEETING

**Chino Basin Water Conservation District
District Office
4594 San Bernardino Street
Montclair, CA 91763**

Monday, March 15, 2021

M I N U T E S

CALL TO ORDER – Committee Chair Grupposo called the meeting to order at 4:30 p.m.

ROLL CALL

Committee Members Present: Committee Chair Marc Grupposo
 Director Margaret Hamilton
 Director Ryan Sonnenberg

General Counsel Present: Leland McElhaney, Esq.

Staff Present: Executive Director Elizabeth Skrzat
 Administrative Services Manager Toyasha Sebbag
 Senior Administrative Assistant Jerry Mireles

Guests Present: None.

ADDITIONS OR CHANGES TO THE AGENDA – None.

PRESENTATIONS – None.

PUBLIC COMMUNICATIONS – None.

DISCUSSION ITEMS

1. Quarterly Strategic Plan Review

Executive Director Elizabeth Skrzat presented the item to the Personnel Committee for the review and discussion on the update of the District’s 2016 Strategic Plan and requested that the Committee provide feedback and direction to staff. In 2016, the District outlined objectives of four major goals and Ms. Skrzat reported on the status of each goal. Three objectives were discussed per goal. Goal 1 was to increase the reach of CBWCD’s

conservation and community programs by bolstering the organization's visibility and presence in the region. Goal 2 was to provide new and existing programs equitably, efficiently, and effectively by coordinating with other organizations. Goal 3 was to maximize the percolation efficiency of the basins for enhanced conservation education and reach activities. Goal 4 was to measure the organization's operations, finances and staff capacity for greater impact and continue to provide high quality programs and services. Many of the goals that were discussed are still in progress.

Directors Sonnenberg, Grupposo and Hamilton commended staff on its report. Ms. Skrzat requested to meet with staff to receive feedback and report back to the Committee in the next fiscal year.

No motions or votes were made.

2. Part-time Employee Policies.

Executive Director Skrzat presented the item to the Personnel Committee for their review and recommendation. Ms. Skrzat reported proposed changes to Policy No. 31. Currently, the District reimburses all part-time employees working 1,000 hours per year or more monthly insurance costs of up to \$350. This item requests to change part-time employee working to 850 hours per year, while leaving the monthly health insurance reimbursable cost of \$350 unchanged. The fiscal impact for FY 2021-2022 is projected to be an increase in expenditures by \$4,200.

Ms. Skrzat is requesting to change Policy No. 36 by mandating an employee that uses sick leave for three or more consecutive days to present his/her manager with a note from a doctor clearing the employee to return to work.

Director Sonnenberg moved that the meeting reconvene in Closed Session.

CLOSED SESSION – The Personnel Committee recessed to closed session at 5:09 p.m. to consider the following closed session items:

PUBLIC EMPLOYMENT: Pursuant to Government Code Section 54957.6 Public Employees' Salaries/Benefits.

REPORTABLE ACTION – The meeting reconvened at 5:25 p.m. and General Counsel McElhaney had no reportable action. A motion was carried to move Discussion Item #2 for approval by the Board.

Motion carried on 3-0-0-0 vote to approve Part-time employee policies and forward to the Board for approval.

MOVED: Grupposo

SECONDED: Sonnenberg

APPROVED: 3-0-0-0

AYES: Grupposo, Hamilton, Sonnenberg

NOES: None

ABSTAIN: None

ABSENT: None

ADJOURN

Committee Chair Marc Grupposo adjourned the meeting at 5:27 p.m. to the next Regular Meeting of the Chino Basin Water Conservation District, to be held on April 12, 2021 at 2:00 p.m. online at: <https://zoom.us/j/98961622935>.

APPROVED AND ADOPTED THIS 12th DAY of April 2021.



Elizabeth Skrzat, Executive Director

ATTEST:



Jerry Mireles, Senior Administrative Assistant